

**KENTUCKY BOARD OF HOME INSPECTORS**  
**MEETING MINUTES**  
**June 11, 2013**

A meeting of the Kentucky Board of Home Inspectors was held at the Office of Occupations and Professions in Frankfort, KY on June 11, 2013.

**MEMBERS PRESENT**

Kevin Farris, Chairman  
Mitch D. Buchanan, Vice Chairman  
Mark G. Oerther  
Ken Fister  
J.R. Bone  
James A. Chandler  
Robert P. Johnson

**MEMBERS ABSENT**

Mark Schmidt

**OCCUPATIONS AND PROFESSIONS STAFF**

Diana Jarboe, Board Administrator

**OFFICE OF THE ATTORNEY GENERAL**

Angela Evans, Office of the Attorney General

**GUESTS**

Steve Keeney  
Lisa Heidenreich  
Adam Craycraft

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**CALL TO ORDER**

Kevin Farris, Board Chairman, called the meeting to order at 10:03 a.m.

**MINUTES**

A motion was made by Mr. Farris to approve the meeting minutes from May 14, 2013 with amendments. Mr. Chandler seconded that motion and it carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for the month ending May 31, 2013 was presented to the Board for review.

**LICENSURE STATUS REPORT**

Mrs. Jarboe informed the Board there are currently 286 active licensed Home Inspectors, 21 inactive licensed Home Inspectors, and there have been 36 new licenses issued in the fiscal year 2013.

**OCCUPATIONS AND PROFESSIONS REPORT**

O&P news was reviewed and discussed, including the resignation of the current Executive Director, the retirement of a Board Administrator, the hiring of a Resource Management Analyst II, the paycheck deferral for June 30, 2013, Board budget submission deadline for large expenses expected in the upcoming fiscal year, parking instructions for the Office of Occupations and Professions, and the open meetings training that is currently available for any Board members who may be interested.

**BOARD COUNSEL REPORT**

Assistant Attorney General, Angela Evans, reported that the Notice of Administrative Hearing had been done for HI complaint 2013-06.

Discussion of regulations was deferred until the July meeting, when the regular Board council will be available.

### **OLD BUSINESS**

Mr. Farris gave report regarding Error and Omission insurance for Home Inspectors. He explained that it would not be an option for Home Inspectors to piggy-back onto the policy with realtors.

Mr. Buchanon reported that the Radon Advisory Committee completed its mission over a year ago, and therefore the Board's opportunity to take part had already passed.

Mr. Johnson reported that the meeting with an advisor regarding the Research and Education Protection Fund was rescheduled and he will give report of this meeting in July.

The Website Committee requested the presence of the new IT person on staff at the Office of Occupations and Professions at the next Board meeting to address needs and goals of the Board's website. Mrs. Jarboe will request his attendance to the meeting.

### **NEW BUSINESS**

- The Board discussed the implementation of a log for record maintenance of continuing education and pre-licensing providers. It has been brought to the Board's attention that the files of pre-licensing and continuing education providers have not been well maintained. In the near future, all providers of all courses will be assigned approval codes and tracked for compliance with the Boards education provider regulations.
- There have been a few cases of misinformation given to licensees, on part of the Board, regarding continuing education requirements necessary when renewing a license for only one year. Mr. Oerther made a motion that the Board grant a 90-day extension period to the known licensees who did not complete the required number of continuing education hours as stated in 815 KAR 6:010, section 6(2). Mr. Buchanan seconded the motion and the motion carried.
- Ms. Jarboe brought to the Board's attention that the inspector directory currently on the Board's website is severely outdated. The Board has requested Ms. Jarboe to update the database, including status changes and termination of licensees who have expired licenses.
- The Board discussed that the licensure renewal fee of \$400.00 does NOT apply to any licenses active through July 1, 2014. The licensure renewal fee for licenses active through July 1, 2013 is \$500.00.
- The Board requested that the standard of practice be available on the inspector directory. Mrs. Jarboe has requested for a designation field to be added to the database. Once it is available in the database, the information can be added to the inspector directory.

### **EDUCATION COMMITTEE REPORT**

Mr. Fister reviewed all current files of pre-licensing and continuing education providers. This review will be ongoing and serve as the foundation for the education maintenance log to be initiated soon.

The education committee made the following recommendations:

- Approval of National Property Inspections, INC as a pre-licensing provider.
- Denial of the Pre-Licensing Course of AmeriSpec Inspection Services, course does not contain the required 64 total credit hours.

Mr. Oerther made a motion to accept the recommendations of the education committee, Mr. Johnson seconded the motion, and the motion carried.

### **APPLICATIONS COMMITTEE**

The Applications Committee met with an applicant, at the applicant's request, regarding initial licensure as a home inspector. The applicant has been a long-standing licensee of another state, but does not meet the requirements for licensure in Kentucky. The Committee informed the applicant that the licensure requirements must be met and that there is no reciprocity of licensure from another state with Kentucky at this time.

The Applications Committee made the following recommendations:

- Renewal applications to be approved – Brian Baioni, Thomas Durbin, Kevin McManaway, Darrell Poynter
- Renewal application deferred - M. Shane O'Leary
- Initial licensure application to be approved – Trenton Thomas
- Initial licensure application to be denied – Gary Bryant and David Hunt, whose licenses have expired and the pre-licensing course and national exam were completed greater than three years ago.

Mr. Buchanan made a motion to accept the recommendation of the Applications Committee, Mr. Chandler seconded the motion, and it carried.

### **COMPLAINTS COMMITTEE**

The complaint Committee made the following recommendations:

- Dismissal of **2013-02**, as there is no regulatory violation of law under jurisdiction of KBHI. Advises the complainant to forward the complaint to the Greater Louisville Association of Realtors.
- Complaint **2013-05** to be placed in abeyance, under the condition the Board is updated on the litigation process every 90 days.
- Complaint **2013-09** – cease and desist letter to be mailed to non-licensee

With the recusal of Mr. Johnson, Mr. Farris motioned to accept the recommendations of the complaint committee, Mr. Oerther seconded the motion, and the motion carried unanimously.

The following are still ongoing:

- 13-KBHI-0121
- 2013-06

**TRAVEL AND PER DIEM**

Mr. Bone made a motion to approve the travel and per diem for members attending today's meeting. The motion, seconded by Mr. Farris, carried.

**NEXT MEETING**

The next meeting is scheduled for Tuesday, July 9, 2013, 10:00am at the Office of Occupations and Professions in Frankfort, KY.

**ADJOURNMENT**

Mr. Bone made a motion to adjourn at 11:15 a.m. The motion, seconded by Mr. Buchanan, carried.